

## Other considerations

You must comply with the Data Protection Act, if applicable.

If you wish to record images outside the curtilage of your property, you must seek the guidance of the Information Commissioner.

Install, operate and account for your CCTV images properly.

Ensure your CCTV scheme is 'fit for purpose'.

Ensure picture quality is clear and offers useable images.

Check your time/date displays are accurate.

Check your cameras are covering the right area to the right image standard.

## Sources for further information

**The information Commissioner's Office (ICO)** has a wealth of information and they regulate CCTV usage. It is always good to seek their advice.

**Helpline:** 0303 123 1113 (9am to 5pm)

**Website:** [www.ico.gov.uk](http://www.ico.gov.uk)

**Visit the Home Office** has more information about photographic evidence in anti-social behaviour cases.

**Website:** [webarchive.nationalarchives.gov.uk/20100405140515/http://asb.homeoffice.gov.uk/default.aspx](http://webarchive.nationalarchives.gov.uk/20100405140515/http://asb.homeoffice.gov.uk/default.aspx)

**Home Office Scientific Development Branch CCTV Operational Requirements Manual 28-09, which is available at:** [tna.europarchive.org/20100413151426/http://scienceandresearch.homeoffice.gov.uk/hosdb/publications/cctvpublications/28\\_09\\_CCTV\\_OR\\_Manual2835.pdf?view=Binary](http://tna.europarchive.org/20100413151426/http://scienceandresearch.homeoffice.gov.uk/hosdb/publications/cctvpublications/28_09_CCTV_OR_Manual2835.pdf?view=Binary) (This is a large document so may take a while to load).

**UK Police** requirements for Digital CCTV systems, which is available at: <http://tna.europarchive.org/20100413151426/http://scienceandresearch.homeoffice.gov.uk/hosdb/publications/cctv-publications/09-05-UKPolice-Requireme22835.pdf?view=Binary>

# DOMESTIC CCTV GUIDANCE



## Do you really need CCTV?

Look at a number of ways to improve the security of your home before considering purchasing a CCTV system.

However, when installed correctly and used for the right purpose, CCTV can be an effective tool. It can discourage anti-social behaviour and reduce crime because offenders don't want to be caught on camera.

## CCTV & the law

The main laws surrounding the use of CCTV are contained within the Data Protection Act 1998 but these do not cover domestic residences. It is perfectly legal to install CCTV to protect your property against intruders and trespassers, subject to any Planning and other considerations.

The Human Rights Act covers our right to privacy. The right to respect for private and family life means that your CCTV cameras should be sited so that they only observe activity on your property and not your neighbours. If you wish to film just outside your property onto the public realm (anti social behaviour/crime), you must seek the advice of the Information Commissioner's Office. Otherwise this could amount to harassment and potentially give rise to prosecution under the Public Order Act/ Protection from Harassment Act.





If in rented accommodation, written consent of the Landlord is needed for CCTV installation. Cameras can only be installed on other people's property with written permission. If agreement is given it can be sited on buildings, etc., but may need planning permission.

## Understand what you need

You need to have a clear idea of what you want the CCTV system to do and how it should perform. This should include exactly what you want to see and where e.g your rear garden, your front door, your driveway at the side of your house, etc. This process is called an Operational Requirement and will assist you to choose what equipment that you need. If you leave the decisions to an installer you may not get what you expect, want or need.

## Useful tips on image standards

The quality of images shall be adequate and relevant to meet your CCTV purposes. The following illustrations should help with

	<b>DETECT:</b> Person fills 10% of screen height. Shows a person or vehicle moving within an area.
	<b>OBSERVE:</b> Person fills 25% of screen height. Shows a person walking around within an area, but no clear details are seen.
	<b>RECOGNITION:</b> Person fills 50% of screen height. Shows a person that may be recognised by family members.
	<b>IDENTIFICATION:</b> Person fills 100% of screen height. Able to identify the person.

determining your image requirements.

All cameras should be fitted with robust anti-tamper housing to reduce interference and vandalism.

Any recording equipment should be placed in a secure area with restricted access; if you suffer a break-in one of the first things likely to be stolen is the hard drive so any evidence gathered would be lost.

There should be sufficient hard drive storage to record all incidents for at least a 7 day period. If downloaded, all recordings on discs should be kept in a secure place. If an incident occurs the images should be copied onto a CD-R that can be seized by police and used as evidence.

The transferred images should be to WORM (Write Once Read Many times) so the disc is finalised or closed in the CD-writer before the disc is removed. A written record should be kept of movement of the CDs showing a number, times, dates and names of those handling the CD. All used CDs should be destroyed and disposed of securely.

Signs depicting CCTV in operation can be displayed to warn that CCTV is in use to act as a deterrent. The signs should be large enough to be easily seen.

A suitably qualified company should be engaged for the installation. Both the National Security Inspectorate (NSI) and the British Security Industry Association (BSIA) list companies that meet essential satisfactory standards.